**For each Rental Property, we will need to know the following:**

1. Rental Property Address
2. Number of Rental Days
3. Number of Days Used for Personal Use
4. Date the Property was Purchased and Price Paid (Please provide the closing statements)

**INCOME ITEMS**

□ Rents Received (including 1099-MISC forms)

**BUSINESS EXPENSES**

□ Accounting Fees

□ Advertising

□ Auto and Travel (Please keep a log of when you visited the property. The mileage and tolls are deductible)

□ Cleaning and Maintenance

□ Commissions Paid (Realtor Management Fees)

□ Insurance

□ Legal and Professional Fees

□ Postage, Freight and Delivery (e.g. FedEx, UPS, DHL)

□ Continuing Education

□ Legal and Other Professional Fees **(copies of IRS Forms 1099 sent to your vendors)**

□ Management Fees

□ Mortgage Interest (IRS Forms 1098)

□ Repairs

□ Supplies

□ Taxes (Please note Real Estate Taxes for Rental Properties are NOT capped at $10,000)

□ Utilities (Gas, Water, Electric, Sewer, Trash Collection)

□ Other Rental Related Expenses

**As always, please contact us, if you have any questions or concerns regarding any items of income, allowable deductions, or any other tax and financial issues.**